

## Meet the Accounting Staff

### Karen Huffman, CPA, Controller 480.350.8256

Karen is responsible for the overseeing of the Accounting Division for the City. Her responsibilities include:

Manage, direct and supervise the activities of the Accounting Division

Support and provide technical assistance to Accounting personnel

Review and implement new Accounting Pronouncements

Supervise and coordinate the preparation of the City's comprehensive annual financial report.

Prepare and analyze complex financial and administrative reports and make recommendations

Advise departments and divisions on accounting issues, policies, and procedures

Direct and assist in the development and maintenance of proper internal controls to ensure the safeguard of City assets

### Natalie Winger, CPA, Senior Accountant 480.350.2926

Prepare and process the weekly Accounts Payable check run

Review and process General Ledger reclass forms

Process budget transfer requests for capital improvement projects

Prepare various monthly or quarterly reports on expenditures and revenues for both capital improvement and operating budgets

Supervise Accounts Payable staff

Provide assistance to City staff regarding accounting principles and procedures

### Kathy Ferguson, Payroll Supervisor 480.350.8264

Supervise and process the citywide payroll

Process tax levies, child support orders and garnishments

Set up ASRS service purchase payroll deductions

Prepare quarterly and annual payroll related tax reports including Form W-2

Research and prepare payroll-related reports for internal divisions and external agencies

Update and add HRMS PeopleSoft earnings codes, deduction codes and cost centers

### Wayne Knowles, Financial Management Accountant 480.350.8972

Develop and implement a program to ensure City-wide compliance with established cash handling and cash collection procedures; schedule and perform departmental reviews for compliance with established procedures.

Provide guidance and support to various levels of management and staff with regards to cash handling.

Provide training to departmental personnel in appropriate cash handling and cash collection techniques including petty cash and cashier functions.

Develop policies, procedures and internal controls for effective and efficient investment of temporarily idle City funds; review the investment portfolio and cash flow forecast on an ongoing basis to determine opportunities for increasing interest income by investing in authorized instruments.

Coordinate all banking functions as the bank liaison for the City.

### Beth Beauregard, Accountant 480.350.8506

Review Travel Requisitions to ensure compliance with the City's travel policy and provide guidance on travel procedures

Maintain the City's Fixed Assets system and determine assets to be capitalized

Prepare and maintain Special Assessments records

Allocate Internal Service fund activity

Process Social/Culture contributions

Monitor lease agreements to ensure appropriate revenue is received

### Karen Wills, Payroll Specialist 480.350.8911

Process payroll direct deposits

Review and process tuition reimbursement

Process garnishment, tax levy's and child support

Process W-2 reprints

### Ann Cava, Financial Services Technician II+ 480.350.8356

Reconcile Cash Concentration Account

Review Cash Receipts for proper Accounts and Cost Center before they are processed in the General Ledger

Retain Cash Receipts in accordance with the State record retention policy

Reconcile all Direct Deposits to Concentration Bank Account. These include Deposit Tickets (Visa, MasterCard, Discover, American Express), Lockbox Utilities, Checkfree Report, IVR Reports, IWR Reports and Surepay Transfers. Process any "Charge Backs" that result from using Credit Cards.

Reconcile Daily Cash Recaps and DDR's from all Direct Deposit made to Concentration Account by various Departments through out the City

Reconcile and record all Golf Course Direct Deposit

Reconcile and route all NSF Checks to proper Departments. Record to an NSF report and reconcile monthly. Send NSF check for collection. Using a journal entry reverse any Write-Offs for NSF.

**Cecilia Miller, Financial Services Technician II+ 480.350.8849**

Accounts Payable vendors beginning with letters I through Z  
Process payments to vendors using the City's financial system  
Verify payment information submitted by departments  
Monitor purchases for compliance with laws and city's policies  
Provide assistance to customers regarding accounts payable  
Enter new vendor accounts into system  
Process sub-systems for refunds for courts, housing and recreation departments  
Reconcile Procurement Cards  
Process General Ledger Reclass requests  
Process Interactivity allocations  
Process cash receipts

**Ramona Zapien, Financial Services Technician II+ 480.350.8357**

Accounts Payable vendors beginning with letters A through H  
Process payments to vendors using the City's financial system  
Verify payment information submitted by departments  
Monitor purchases for compliance with laws and city's policies  
Provide assistance to customers regarding accounts payable  
Enter new vendor accounts into system  
Process sub-systems for refunds for courts, housing and recreation departments  
Reconcile Procurement Cards  
Process General Ledger Reclass requests  
Process Interactivity allocations  
Process cash receipts

**Candace Duke, Financial Services Technician II+ 480.350.8502**

Checks  
Process payments to vendors using the City's financial system  
Verify payment information submitted by departments  
Monitor purchases for compliance with laws and city's policies  
Provide assistance to customers regarding accounts payable  
Enter new vendor accounts into system  
Process sub-systems for refunds for courts, housing and recreation departments  
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